

## **Cancellation Policies for all Columbia County owned Facilities**

***All cancellations must be dated and made in writing from the original signor to be considered valid.***

### **Savannah Rapids Pavilion/Eubank Blanchard Center Reed Creek Interpretive Center**

#### **Cancellation Policy:**

1. Any contract may be cancelled without penalty, within 24 hours of initial signing. If the contract was signed on a Friday, client has until end of business on Monday.
2. After the initial 24 hour period, the following applies:
  - 120 days for more before the event – Full refund of monies paid.
  - 119-60 days before the event – loss of deposit (50% of rental fee)
  - 59 – 0 days before event – total loss of rental fee

If Paid, damage deposit is always returned.

\*In the case of an emergency military deployment, penalties can be waived by providing the Sales office with a copy of orders, no matter when the event is scheduled.

### **Historic Canal Headgates Buildings/Amphitheater**

#### **Cancellation Policy:**

In the case of an outdoor only rental: (Only outdoor facilities rented)

More than 6 days prior to the event date, full refund if cancelled. Optional date change upon availability. A \$25.00 surcharge will be deducted from any refund due.

Less than 6 days prior to event date, 50% of rental fee is lost.

In the case of a combination rental: (Indoor and outdoor facilities rented)

See policy for Savannah Rapids Pavilion

### **Jabez Sanford Hardin Performing Arts Center**

#### **Cancellation Policy:**

1. Any contract may be cancelled without penalty, within 24 hours of initial signing. If the contract was signed on a Friday, client has until end of business on Monday.
2. After the initial 24 hour period, the following applies:
  - 90-60 days before the event – loss of deposit (50% of rental fee)
  - 59 – 30 days before event – loss of 75% of all rental fees
  - 29 – 0 Days prior to event – total loss of all rental fees. If technical assistance was used, payment of time spent is due in full.

**Any or all refunds are processed by the Columbia County Finance Department and will be mailed to you 10-14 working days after processing the cancellation.**